

## **SUPPORT COORDINATION AGENCY LOGIN**

### **INSTRUCTIONS FOR PRACTIC SITE**

1. Enter User Name
2. Enter Password
3. Click “New Incident”
4. Click “Save New Incident” **WRITE DOWN THE INCIDENT NUMBER**
5. Enter Cite # = 0000000 – SC Agency automatically appears in appropriate box (right side of page)
6. Enter Case # = 00001 or 00002 or 00003 – **SAVE CHANGES OFTEN**
7. Click “Find”
8. When client appears, click on the name - it turns blue
9. Click “Add” and the client’s name moves under “participant”
10. Click “Open” and it goes to “demographic page”
11. Choose a client from the drop down box and fill in pertinent information and “save changes” and click on “return”
12. Click “New Contact” and it goes to the “demographic page” – fill in pertinent information
13. Click “Save New Contact” and click “return”
14. Contact appears on right side of page
15. Click “Edit”
16. Click “Type” drop down box and choose one
17. Click “Relationship” drop down box and choose one – Click “Update”
18. Click “Save Changes”

19. Choose "Incident Category" from list – highlight and click top arrow to choose – it will appear to the right side of the list – choose all that apply to the incident – "Save Changes"
20. Enter when incident "occurred" – date and time and click "Add"
21. Choose from drop down box - Enter when incident was "discovered" – date and time and click "Add"
22. Choose from drop down box - Enter when incident was "received from DSP" – date and time and click "Add"
23. Choose from drop down box all that applies to the CIR – Enter date and time and click "Add" – Click on "Save Changes"
24. Choose "Provider" from drop down box - right side of page
25. Choose "SC Assigned" from drop down box – right side of page
26. Click "Case Notes" at the top of the page
27. Highlight "Description" and click top arrow to choose - it will appear to the right side of the list - enter information, date and name and "Save Changes"
28. Click "Follow Up" - enter information, date and name, if any and "Save Changes" and click "return"